

# Volunteer Visa Instructions

## The Gambia

### General Information

On page three of this document you will find a blank visa application. Please complete all fields as indicated in the instructions. If a field is not listed you should leave it blank. If you make a mistake on your visa application, please fill out a new one. The embassy will not accept visa applications that contain information which has been whited out or crossed out.

Any entries colored *blue* have been prefilled for you on the fillable visa application form.

If you have any questions on completing this application please contact your Country Desk Officer: [thegambia@peacecorps.gov](mailto:thegambia@peacecorps.gov)

**Note:** Ignore the instructions on the visa application regarding the nonrefundable fee and mailing address. **DO NOT** include the \$100.00 fee or the return envelope that the application specifies.

### Application Instructions

- ☐ **First Name:** Indicate your gender with an appropriate prefix (e.g. Ms., Mr., Mrs.) and input your full first name(s) exactly how it appears on your passport
- ☐ **Middle Name:** Input your full middle name(s) exactly how it appears on your passport
- ☐ **Last Name:** Input your full last name(s) exactly how it appears on your passport
- ☐ **Date of Birth:** Input your date of birth
- ☐ **Place of Birth:** Input the city, state, and country in which you were born
- ☐ **Marital Status:** Check appropriate box indicating marital status
- ☐ **Purpose of Visit:** *Business*
- ☐ **Occupation/Profession/Activities:** *Volunteer*
- ☐ **LEAVE ALL PASSPORT INFORMATION BLANK**
- ☐ **Present Address:** Input your current home address
- ☐ **Phone/Cell Number:** Input your current phone number
- ☐ **Email:** Input your current personal email address
- ☐ **Father's Name:** Input your father's name
- ☐ **Mother's Name:** Input your mother's name
- ☐ **Address in The Gambia:** *P.O. Box 582 Banjul, The Gambia*
- ☐ **Length of Stay in The Gambia:** Input your "Duration of Service" and "Date of Departure" from "Next Steps" email (e.g. "27 Months. Beginning on 06/06/2022")
- ☐ **Reference/Contact in The Gambia:** Input following address:

*Country Director*  
*P.O. Box 582*  
*Banjul*  
*220-439-2120*

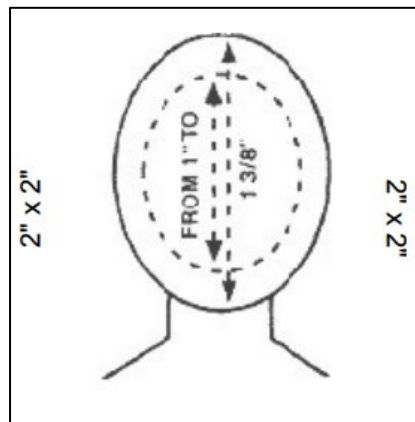
- ☐ **Emergence Reference/s in the USA:** Input the name and telephone number of a trusted personal contact who resides in the US

**SIGN AND DATE APPLICATION LEGIBLY** (Use dd/mmm/yyyy format, e.g. 07 Sept 1985)

*DO NOT include the \$100.00 fee or the return envelope that the application specifies*

## Photo Requirements

- ☐ You will need **one** 2"x2" photo, this size is the same as your passport photos
- ☐ Photo must have a white background and be printed on glossy photo paper
- ☐ Please make sure your ears and forehead are visible
- ☐ For more guidelines and examples please visit the [Department of State Website](#)
- ☐ Write your full name and "The Gambia" on the back of photo
- ☐ Write your name and "The Gambia" on a small envelope and place your photo inside to protect it during shipping



## Mailing Instructions

- ☐ Print **one** copy of your visa application **single** sided. Do not attach photo.
- ☐ Verify that all of the information is correct, if any of the information is incorrect please correct and reprint, do not cross out information or use whiteout
- ☐ **SIGN AND DATE APPLICATION!**
  - You must sign with a real signature using black or blue ink
- ☐ Mail your signed application and photo in one shipping envelope to the address below
  - Do not attach photo – place it in a smaller envelope with your name and "The Gambia" and ship all items in one shipping envelope
  - Disregard the address at the bottom of the application—mail to Peace Corps using the address below, not the Embassy

**Peace Corps  
1275 First St NE  
Attn: Transportation  
Washington, DC 20526**



# Embassy of the Republic of The Gambia

5630 16<sup>th</sup> Street, NW  
Washington, DC 20011

Tel. (202) 785 1399

E-mail [info@gambiaembassydc.us](mailto:info@gambiaembassydc.us)

Website: <http://gambiaembassydc.us>

## APPLICATION FORM FOR VISA

1.	First Name	Middle Name	Last Name
2.	Date of Birth	Month	Day Year
3.	Place of Birth		
4.	Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married <input type="checkbox"/> Divorced
5.	Purpose of Visit	<input type="checkbox"/> Official	<input type="checkbox"/> Business <input type="checkbox"/> Tourism
6.	Occupation/Profession/Activities		
7.	Passport No.	Issue Date	Expiration Date
8.	Present Address (in U.S. or country of residence)		
9.	Phone/Cell Number	E-Mail Address	
10.	Father's Name		
11.	Mother's Name		
12.	Address in The Gambia		
13.	Length of Stay in The Gambia		
13.	Reference/Contact in The Gambia (Name & Tel No.)		
14.	Emergency Reference/s in the USA (Name & Tel No.)		
15.	Applicant's Signature	Date	
16.	<p>REQUIREMENTS FOR VISA (<i>please note that we can NOT process unless the requirements submitted are complete</i>)</p> <ol style="list-style-type: none"> <li>Valid passport (Please submit the actual passport to paste the visa on.)</li> <li>One passport-size photograph on white background (taken in the last six months; <b>please write name and passport number on the back and sign</b>) – <b>DO NOT STAPLE THE PICTURE</b></li> <li>Completed and signed application form</li> <li>A nonrefundable application fee of \$100.00 in money order only, payable to the Embassy of The Gambia</li> <li>Prepaid self-addressed/return envelope (FedEx/UPS or Priority/Express Mail recommended)</li> <li>Regular visa processing time 4 – 5 days.</li> </ol> <p><b>Express Service available for an additional fee of \$50.00.</b></p> <p><b>PICKUP/DROP-OFF HOURS</b> Monday - Thursday – 11:00 AM to 2:00 PM (Lunch Break is 12:00nn-1:00pm) Friday – 11:00 AM</p> <p><b>Embassy Mailing Address for Visa Processing</b> : 5630 16<sup>th</sup> Street, NW - Washington, DC 20011</p>		

### FOR CONSULAR OFFICE USE ONLY

visa issued is multiple-entry.

Remarks

Mode of Dispatch

Money Order/Cashier's Check No. and Amount